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OFFICE OF RESEARCH AND REPORTS

24 February 1955

Office Notice R11-53

SUBJECT : Policy, Procedures, and Deadlines for Submitting Training Requests

REFERENCES:

ORR Regulation R50-13
ORR Notice R15-53

RECISSION : ORR Notice R16-54, 19 May 1954

I. PURPOSE

The purpose of this notice is to outline the policy to be complied with, the procedure to be followed, and the deadlines to be observed by ORR personnel submitting training requests.

II. POLICY

All requests for training will be based upon the program needs of ORR and should be reflected in the approved training budget. Failure to comply with the policy, to follow the procedures, or to observe the deadlines will necessitate the disapproval of the training request, except for those instances specified by the ORR Training Liaison Officer or those instances satisfactorily justified in writing by the component requesting the training.

III. INTERNAL TRAINING REQUESTS

A. LANGUAGE

1. Procedure:

a. Discuss the proposed training with the Division Training Officer or the Division Chief and the ORR Training Officer. (The ORR Training Officer will arrange for the Language Aptitude Test as appropriate);

b. Complete the Request for Internal Training (Form 73, dated 1 Nov 54) giving the exact title of the course desired as indicated in the Office of Training announcement. (For language seminars, use the Application For Foreign Language Conversation Seminar);

c. Arrange for an interview with the appropriate language instructor through the ORR Training Officer. The language

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instructor will complete Box 18 of the Form 73;

d. Submit the fully completed Form 73 through channels.

C. 2. Deadlines:

a. Language Aptitude Test - must be arranged through the ORR Training Officer and completed at least 4 weeks prior to starting date of the course;

b. Interview - completed at least 3 weeks prior to the starting date of the course;

c. Submittal - the completed Form 73 (5 copies and one yellow tissue) must be in the hands of the ORR Training Officer at least 2½ weeks prior to the starting date of the course.

B. OTHER INTERNAL TRAINING

1. Procedure:

Personnel recommended for training other than language training will complete the Request for Internal Training Form 73 giving the exact title of the course as indicated in the Office of Training announcement.

2. Deadlines:

a. Pretesting - required pretesting must be arranged through the ORR Training Officer and completed at least 3 weeks prior to the starting date of the course;

b. Submittal - training requests Form 73 must be fully completed and in the hands of the ORR Training Officer at least 2½ weeks prior to the starting date of the course.

IV. EXTERNAL TRAINING REQUESTS

A. Procedure - applications for external training courses will be made on Training Request Form 136 and forwarded through channels to the ORR Training Liaison Officer.

B. Deadlines - the fully completed External Training Request Form 136 must be in the hands of the ORR Training Officer as indicated below:

1. For classes in universities and other Government agencies in Washington, at least 7 weeks prior to the starting date of the course;

2. For classes at universities outside Washington, at least 4 months prior to the starting date of the course;

3. For tutorial instruction or special classes, at least 2 months prior to the starting date of the course;

4. For full-time training (Army War College, Industrial College of the Armed Forces, Harvard Advanced Management School, etc.), at least one month prior to the deadline set by the Office of Training.

FOR THE ASSISTANT DIRECTOR

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Security Information

OFFICE OF RESEARCH AND REPORTS

Office Notice R15-53

17 February 1953

SUBJECT: Non-CIA Training, after hours, Agency subsidized

1. The Assistant Director has approved the following recommendation from the ORR Career Service Board (CSB/RR, R-7, 5 February 1953, paragraph 4) as to the policy which shall govern its actions in connection with the consideration of requests for non-CIA training, after hours, Agency subsidized. "The ORR Career Service Board:

a. Discourages training related to Agency activities undertaken by individuals on their own initiative and at personal cost; initiative of this type will be a factor in considering requests for additional training under Agency subsidization;

b. Will review with favor requests for training under Agency subsidization when such training is of direct benefit in improving an individual's performance in his assigned field of responsibility and/or has been specifically recommended by his superior; and

c. Considers training for advancement into another field of specialization -- e.g., clerical to professional or between professional disciplines -- to be the responsibility of the individual, and, therefore, not subject to Agency subsidization, unless such training is specifically requested of the individual by the Agency, or previous initiative of the individual in obtaining training at personal cost and for this purpose warrants special consideration."

FOR THE ASSISTANT DIRECTOR:

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* PERSONNEL II
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OFFICE OF RESEARCH AND REPORTS

14 February 1955

Office Notice R6-55

SUBJECT : Self-Sponsored Training

REFERENCE : Office Regulation R50-13, 12 June 1953

RESCISSON: Office Notice R90-53, 27 November 1953

The ORR Career Service Board and the administrative units of ORR utilize personnel training records when considering the eligibility of personnel for training and special assignments. Frequently, personnel of ORR undertake self-sponsored training activity which contributes materially to their background and over-all effectiveness. The personnel folder copy of the clearance request shows that such training was contemplated, but not that it was completed or the degree of success -- grade or other indication -- achieved. Persons who have undertaken self-sponsored training are therefore invited to report the results of that work to St/A, ATTN: Training Officer, for recording to insure that changes in availability receive consideration in any contemplated personnel action.

FOR THE ASSISTANT DIRECTOR:

[Redacted Signature]

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22 March 1955

Office Regulation R22-1

SUBJECT : Attendance at Professional Meetings

REFERENCE: CIA Notice No. [REDACTED] dated 15 February 1952

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1. All ORR professional personnel are encouraged to keep abreast of developments in their specialized fields through attendance at professional society meetings, reading the literature, etc.

2. It is the policy of ORR to approve payment of the expenses of travel for a limited number of selected professional personnel in connection with attendance at meetings of professional and technical organizations and societies provided:

a. that the subject matter covered at the professional meetings pertains to the work of the ORR professionals nominated for attendance;

b. that direct benefit will accrue to the Office by sponsoring the candidate for attendance.

3. The following procedure will be complied with in making nominations for attendance at professional meetings under Agency sponsorship:

a. Division chiefs will forward names of candidates to their area chiefs for approval generally not later than four weeks prior to the date of the subject meeting.

b. Area chiefs will forward approved names to Chief, Administrative Staff, for appropriate administrative and security action, and for review by the office of the Assistant Director.

c. Chief, Administrative Staff, will notify area and division chiefs when administrative clearances for travel are obtained, at which time Travel Orders will be prepared in the usual manner.

4. Official duty status, contingent upon satisfaction of requirements set forth above and upon compliance with current security requirements, will be authorized by the Chief, Administrative Staff, on the recommendation

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of the area chief for those persons attending the professional meeting at their own expense.

6. Personnel attending professional meetings under Agency sponsorship will comply with GRR Regulation R50-13, dated 12 June 1953.

FOR THE ASSISTANT DIRECTOR:



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